



## **International Educators Program (IEP)**

*A program of the Bureau of Educational & Cultural Affairs (ECA),  
U.S. Department of State, and administered by IREX*

### **APPLICATION AND GUIDELINES**

The U.S. Department of State and IREX (the International Research & Exchanges Board) announce an open competition for secondary-level teachers of English as a Foreign Language, social studies, civics, mathematics and science for the International Educators Program (IEP). IEP will bring outstanding secondary teachers from the Near East, South Asia, and Southeast Asia to the United States for a six-month professional development program that will further develop expertise in their subject areas, enhance their teaching skills, and increase their knowledge about the United States.

Please return completed applications to:

**U.S. Embassy Baghdad**

**Address: U.S. Embassy Chancery, Cultural Affairs Office**

**Baghdad, Iraq**

Telephone: 914-360-4116/ 07901-653-666

Email: [FulbrightIraq@state.gov](mailto:FulbrightIraq@state.gov) / write "International Educators" in the subject line, please.

Contact Person: Douglas Burton

**Note: Applications are also available on-line at [www.irex.org](http://www.irex.org).**

**DEADLINE: 5:00 p.m., June 29, 2006**

NAME: \_\_\_\_\_

CITY, COUNTRY: \_\_\_\_\_



NAME: \_\_\_\_\_

CITY, COUNTRY: \_\_\_\_\_

## **International Educators Program (IEP)**

### **Program Application for International Teachers**

#### **PROGRAM OVERVIEW**

The International Educators Program (IEP) will provide 56 teachers from the Near East, South Asia, and Southeast Asia with unique opportunities to develop expertise in their subject areas, enhance their teaching skills and increase their knowledge about the United States. The program will consist of a semester-long academic program at a U.S. university, including coursework and intensive training in teaching methodologies, curriculum writing, teaching strategies for their home environment, educational leadership, as well as the use of computers for Internet, word processing and as tools for teaching. The semester-long program will also include an 8-week internship at a secondary school to engage participants actively with American teachers and students. Trips to U.S. cultural sites and academic support will be provided for participants throughout the program.

#### **ABOUT THE BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS, U.S. DEPARTMENT OF STATE**

The Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State fosters mutual understanding between the people of the United States and the people of other countries around the world. ECA does this through a wide range of international exchanges as authorized by the Mutual Educational and Cultural Exchange Act of 1961, as amended. ECA works in close cooperation with U.S. Embassies overseas to promote personal, professional and institutional ties between private citizens and organizations in the United States and abroad.

#### **ABOUT IREX (INTERNATIONAL RESEARCH & EXCHANGES BOARD)**

IREX is an international nonprofit organization providing leadership and innovative programs to improve the quality of education, strengthen independent media, and foster pluralistic civil society development.

Founded in 1968, IREX has an annual portfolio of \$50 million and a staff of over 500 professionals worldwide. IREX and its partner IREX Europe deliver cross-cutting programs and consulting expertise in more than 50 countries.

#### **PROGRAM DATES**

**June 29, 2006:** Application deadline

October, 2006: Notification of decision

January – June, 2007: Program in United States

Application Deadline: **June 29, 2006**

Applications are free of charge and may be duplicated.

Applications are also available via the Internet at <http://www.irex.org>

NAME: \_\_\_\_\_

CITY, COUNTRY: \_\_\_\_\_

### **ELIGIBILITY REQUIREMENTS**

Applicants must:

- Be secondary-level, full-time teachers with five or more years of classroom experience in disciplines including English as a Foreign Language, social studies, civics, mathematics and science;
- Be citizens of Iraq;
- Have an ITP TOEFL score of 500 or higher, or the equivalent on the Computer Based Test -
- Have submitted a complete application.

Applications not meeting the above technical eligibility requirements will not be forwarded to the selection committee.

Current IREX employees and consultants and their immediate family members (spouses, parents, children, and siblings) are not eligible to compete in any IREX-administered grant programs, either as individuals or as the responsible party representing an institutional applicant. IREX does not discriminate against grant applicants because of race, color, religion, sex, age, national origin, disability or any other protected characteristic as established by U.S. law.

IREX reserves the right to verify all of the information included in the application. In the event that there is a discrepancy, or information is found to be false, the application will immediately be declared invalid and the applicant ineligible.

### **FINANCIAL PROVISIONS OF THE GRANT**

- J-1 visa support;
- Round-trip airfare from participant's home city to and within the United States;
- Academic program fees;
- Accident and sickness insurance;
- Housing (generally shared with other program participant(s));
- Daily allowance for meals and incidentals;
- Transportation allowance for travel to school internship (if necessary);
- Laptop computer; and
- Book/ professional development allowance.

### **SELECTION PROCESS AND CRITERIA**

IEP Fellows will be selected through a merit-based open competition. After the deadline, the U.S. Embassy in Iraq will review all eligible applications. An independent, U.S.-based selection committee will conduct a final review of applicants with top interview and TOEFL scores. All applicants will be notified of their status within five months of the application due date. Finalists will travel to the U.S. approximately three months after they have been notified of their acceptance into the program. The U.S. program will take place from January – June 2007.

### **GENERAL APPLICATION INSTRUCTIONS & SUBMISSION GUIDELINES**

- Please answer **all** questions on the application.
- Please type or print in black ink.
- If a question does not apply to you, enter N/A (not applicable).
- Include your full, legal, family name (surname) first as spelled on your passport (if available) or other photo identification.

Application Deadline: **June 29, 2006**

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NAME: \_\_\_\_\_

CITY, COUNTRY: \_\_\_\_\_

- Include complete contact information (including postal codes for all addresses and city codes for all phone and fax numbers if available).
- Write your full name, city, and country in the top right corner of each page.
- You may attach additional pages if necessary to answer the questions completely.
- Completed applications should be submitted to the U.S. Embassy by email only. Send applications under the mail heading "International Educators" to [FulbrightIrag@state.gov](mailto:FulbrightIrag@state.gov) no later than **Thursday, June 29, 2006, 5:00 pm**. Late or incomplete applications will not be considered.

#### ***RECOMMENDATIONS AND INSTITUTION SUPPORT FORM***

All applicants must include:

- One completed recommendation form from a person who is familiar with your professional work. Recommendations may be from colleagues or supervisors. Recommendations must be submitted with the application. Recommendations submitted separately will not be accepted. A family member may not write the recommendation.
- An Institution Support Form completed by the director of the school for which you are employed. This form will confirm that the applicant's school supports your participation in this program.

The same individual may complete the recommendation form and institution support form so long as that person is the head or chair of the school for which the applicant is employed.

#### **Each application should be submitted in the following order:**

1. Application (you must sign the last page, scan and send as an attachment)
2. ITP TOEFL report with a minimum score of 500
3. Curriculum vitae,
4. Statement of purpose,
5. Completed recommendation form and letter as well as completed institution support form, (These should be printed out and signed, then scanned and sent with the applications as attachments.)
6. A sample lesson plan if available, and
7. A copy of your passport (or photo identification).

Application Deadline: **June 29, 2006**

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NAME: \_\_\_\_\_

CITY, COUNTRY: \_\_\_\_\_

Attach  
Passport-sized Photo  
Here  
(Photo must have been  
taken within the last  
year. )

**International Educators Program (IEP)  
Application**

**A program of the Bureau of Educational & Cultural  
Affairs (ECA), U.S. Department of State,  
and administered by IREX**

**DEMOGRAPHIC INFORMATION:**

1 NAME: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

2 GENDER: Male \_\_\_\_\_ Female \_\_\_\_\_

3 DATE OF BIRTH: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

4 COUNTRY OF CITIZENSHIP: \_\_\_\_\_

5 COUNTRY OF RESIDENCE: \_\_\_\_\_

6 HOME ADDRESS: Street \_\_\_\_\_ Apartment \_\_\_\_\_

City \_\_\_\_\_ Zip code (Index) \_\_\_\_\_

Telephone \_\_\_\_\_ Alternate Telephone \_\_\_\_\_

7 WORK ADDRESS: Name of Institution \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ Zip code (Index) \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

CITY, COUNTRY: \_\_\_\_\_

- | Name of Institution | Specialization | Degree/Certificate Awarded | Year |
|---------------------|----------------|----------------------------|------|
|                     |                |                            |      |
|                     |                |                            |      |
|                     |                |                            |      |
|                     |                |                            |      |

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- This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

NAME: \_\_\_\_\_

CITY, COUNTRY: \_\_\_\_\_

- 10. FOREIGN LANGUAGE PROFICIENCY:** Native Language \_\_\_\_\_  
Please list all languages you know and rate your reading, writing, listening, and speaking skills in each language, using a scale of 1-5 (1 = poor, 5 = excellent).

<u>Language</u>	<u>Reading</u>	<u>Writing</u>	<u>Listening</u>	<u>Speaking</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

- 11. FORMAL STUDY OF ENGLISH:** Please provide the following information regarding your study of English.

	<u>Dates</u>	<u>Months per year</u>	<u>Hours per week</u>
<u>University</u>	_____	_____	_____
<u>Private study</u>	_____	_____	_____
	_____	_____	_____

- 12. CURRENT ENGLISH TRAINING:** Describe what you are doing now or plan to do to increase your English language proficiency.

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NAME: \_\_\_\_\_

CITY, COUNTRY: \_\_\_\_\_

- 13. WORK HISTORY:** Please list below your work history for the last 5 years. If you need additional space, attach a sheet of paper using the same format.

Total number of years teaching/working in your profession: \_\_\_\_\_

**Current Primary Work:**

Name of Employer: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Length of Employment: \_\_\_\_\_

Grade Level Currently Teaching: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

**Current Secondary Work:**

Name of Employer: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Length of Employment: \_\_\_\_\_

Grade Level Teaching (if applicable): \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

**Previous:**

Name of Employer: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Length of Employment: \_\_\_\_\_

Grade Level Taught: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

**Previous:**

Name of Employer: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Length of Employment: \_\_\_\_\_

Grade Level Taught: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

NAME: \_\_\_\_\_

CITY, COUNTRY: \_\_\_\_\_

**14. CURRICULUM DEVELOPMENT EXPERIENCE:** If you have experience developing lessons for your classroom or school, please attach a sample lesson plan.

**15.** Are you currently applying to any other U.S.-sponsored educational programs for the 2007 year?

☐ Yes      ☐ No

☐ If yes, please specify which program: \_\_\_\_\_

Name of Sponsoring Organization: \_\_\_\_\_

**16. STATEMENT OF PURPOSE:** The statement of purpose is the most important part of your application for the International Educators Program (IEP) and will be read closely by members of the selection committee. Your response gives the selection committee an opportunity to understand you better as a person and to appreciate the value of your ideas, goals, and reasons for applying to the program. This section of the application is the only opportunity that you have in this stage of the competition to provide a picture of yourself that goes deeper than a simple list highlighting your experience, education, and accomplishments. Thus, we urge you to think carefully through your response before beginning to write. Responses should be properly thought out and developed.

On a separate document (to be attached to the application in the email), please type or write a Statement of Purpose, not less than 2 pages and not exceeding 4 pages in length, answering the following questions:

1. What are your long-term goals and how will participating in this program bring you closer to accomplishing your goals?
2. Based on your experience as a secondary-level teacher, what are some of the critical issues facing secondary education in your country? How would your participation in this program help you to overcome these challenges?

NAME: \_\_\_\_\_

CITY, COUNTRY: \_\_\_\_\_

## IREX PRIVACY POLICY & APPLICATION CERTIFICATION STATEMENT

Your privacy is important to IREX. That is why we request that all applicants read the following privacy policy statement carefully.

### 1. APPLICANT AND PARTICIPANT INFORMATION CONTENT AND STORAGE

Information about program applicants and current and past participants consists of data contained in their applications, information derived from interviews, and information gathered during the course of their program and as program alumni. IREX stores this information in written and electronic form indefinitely. Some data, such as contact information and professional experience, is continually updated.

### 2. USE OF INFORMATION: Information, which is described above, may be:

- A. Used by selection committees and interviewers to review applicants;
- B. Supplied to the program's funding organization;
- C. Submitted to potential host schools, universities, or organizations and/or organizations that provide internship opportunities; and
- D. Used for the evaluation of an individual's participation in the program and in the collection of data for general program evaluation by IREX, funding agencies or other organizations contracted to conduct evaluations.

If the applicant or current/past participant does not want to be included in points E-H, it is their responsibility to notify IREX.

IREX does not sell applicant or current/past participant information.

The principles stated herein are binding only to IREX; other organizations involved in the administration of these programs may adhere to other privacy or similar policies.

**3. CERTIFICATION:** I certify that I completed this application myself, without any aid or assistance, that the information given in this application is complete and accurate, and that I have carefully read and understand all notes and disclaimers provided therein.

I understand that IREX reserves the right to verify all the information listed in the application. I understand that giving false or misleading information in the application will result in exclusion from the competition or immediate dismissal from the International Educators Program.

Also, I acknowledge that I am aware of the following requirements that I must observe if I am selected for the program:

- I must abide by all program rules and regulations and observe all the laws of the United States during my stay there, including returning to my home country for at least two years at the conclusion of the program in compliance with J-1 visa requirements.

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NAME: \_\_\_\_\_

CITY, COUNTRY: \_\_\_\_\_

- The medical insurance provided to me during my travels is intended only for emergencies and does not cover ordinary, pre-existing, and dental conditions.
- My spouse, children, other relatives or individuals are not permitted to accompany me to the United States on the program.

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Signature of Applicant

Date

NAME: \_\_\_\_\_

CITY, COUNTRY: \_\_\_\_\_

## REFERENCE FORM

This reference form must be written by a colleague or supervisor familiar with the applicant's academic and professional work. All recommendations must be signed.

### TO BE COMPLETED BY THE APPLICANT:

Name of Applicant: \_\_\_\_\_ City & Country: \_\_\_\_\_

Name of Evaluator: \_\_\_\_\_ Title of Evaluator: \_\_\_\_\_

Work Institution of Evaluator: \_\_\_\_\_

Work Address of Evaluator: \_\_\_\_\_

Work Telephone of Evaluator: \_\_\_\_\_ E-mail: \_\_\_\_\_

### TO BE COMPLETED BY THE EVALUATOR:

1. How long have you known the applicant? \_\_\_\_\_

2. In what capacity have you known the applicant? Please check all that apply.

- ☐ Teacher/Professor
- ☐ Employer or Job Supervisor
- ☐ Other (please specify) \_\_\_\_\_

3. Please compare the applicant with others you have known in your professional field in terms of the characteristics below:

	Excellent	Good	Fair	Poor
• Knowledge of the field of study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Intellectual ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Resourcefulness & initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Creative & independent thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Adaptability to new situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Seriousness of purpose	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Interpersonal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Leadership skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Please choose one of the following:

- ☐ Recommend with confidence
- ☐ Recommend with reservation
- ☐ Recommend
- ☐ Do not recommend

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NAME: \_\_\_\_\_

CITY, COUNTRY: \_\_\_\_\_

5. On a separate sheet of paper, please provide a candid evaluation of the applicant's qualifications for participation in this program. Your statements will be given careful consideration by the selection panels reviewing this application. Therefore, your comments should be as complete and as detailed as possible.

6. May we contact you regarding this recommendation? ☐ Yes ☐ No

I hereby confirm that the answers on this form are my own and represent my professional opinion of the applicant.

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Signature of Evaluator

Date

NAME: \_\_\_\_\_

CITY, COUNTRY: \_\_\_\_\_

## INSTITUTION SUPPORT FORM

This institution support form must be completed by the head or chair of the school for which the applicant is employed. All institution support letters must be signed.

### TO BE COMPLETED BY THE APPLICANT:

Name of Applicant: \_\_\_\_\_ City & Country: \_\_\_\_\_

Name of School Director: \_\_\_\_\_

Title of School Director: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

Work Telephone of School Director: \_\_\_\_\_

E-mail of School Director: \_\_\_\_\_

### TO BE COMPLETED BY THE HEAD OR CHAIR OF APPLICANT'S SCHOOL:

\_\_\_\_\_ (School Name) is pleased to participate in the International Educators Program (IEP), funded by the U.S. Department of State's Bureau of Educational and Cultural Affairs and administered by IREX (International Research & Exchanges Board), in the event the representative of the institution is selected for participation in the program.

\_\_\_\_\_ (School Name) will provide assistance to its representative throughout the program duration by supporting and allowing Ms/Mr. \_\_\_\_\_ to participate in IEP program activities in the United States from January – June 2007. Program activities will include a semester-long academic program at a U.S. university, including coursework and intensive training in teaching methodologies, curriculum writing, teaching strategies for their home environment, educational leadership, as well as the use of computers for Internet, word processing and as tools for teaching. The program will also include an 8-week internship at a secondary school to engage participants actively with American teachers and students. Ms/Mr. \_\_\_\_\_ will be granted leave with pay during this time and will be re-instated upon his or her return to the school.

\_\_\_\_\_ (School Name) would also be interested in partnering with American internship host schools for collaborative education and teacher training projects following the U.S. exchange program component of IEP.

NAME: \_\_\_\_\_

CITY, COUNTRY: \_\_\_\_\_

We recognize the importance of this project in the pursuit of advancement and development for our school's teachers and look forward to our participation in the program.

Name of School Director \_\_\_\_\_

Signature and Seal \_\_\_\_\_ Date \_\_\_\_\_

Institution Name \_\_\_\_\_

Work Address \_\_\_\_\_

Work Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_